

**Job Description-Executive Director Greater Liverpool Chamber of Commerce**

 **Reports to: Board of Directors**

**Annual Salary Range $35,000 to $45,000 (includes Commissions and Bonuses)**

**Approximately 30 hours a week**

 **Date: January 2026**

**Position Summary**

The Executive Director is responsible and accountable to the Board of Directors to provide executive leadership to the Greater Liverpool Chamber. The Executive Director plans, organizes and promotes a range of services and events for members, communicates effectively with the membership on needs, ideas, and opportunities, advances the general welfare and prosperity of the Greater Liverpool Chamber Area.

**Financial Management**

• Oversee the general finances of the Chamber with assistance and input from the treasurer, bookkeeper and board of directors

 • Monitor Chamber’s fiscal condition

**Personnel Management:**

 • Oversee the management of chamber staff including hiring, firing, performance reviews, policy and general supervision. At this moment Staffing is as needed and a 5 hour a week bookkeeper.

**. Additional Duties and Responsibilities**

• Oversee the day-to-day operations of the Chamber, including management of programs, staffing, volunteers, (Oversight responsibility for the recruitment, training and utilization of the volunteers for the organization) membership and marketing efforts

• Work with the Chair to prepare agendas and materials for Board and Executive Committee meetings

* Report to the Board of Directors – At the Board of Directors monthly meetings, report on the overall operation of the business
* All other tasks as assigned by the Board of Directors

• Develop goals and objectives for recommendation to the Board

• Serve as the principal spokesperson and ambassador for the Chamber

• Represent the Chamber at business and community events, meetings, etc.

• Build partnerships with other organizations

• Support the officers of the Chamber

**Skills and Abilities**

* Public speaking and presentation skills
* Effective written communication skills
* Strong Customer Service skills
* Ability to foster teamwork and collaboration between//among Board members, staff, chamber members, community leaders, elected officials, committees, and organizations
* Ability to plan organize, lead, delegate and monitor
* Passion for collaboration and networking
* Ability to work a wide and flexible range of business hours.
* Ability to motivate others
* Commitment to the best business practices for a chamber

Professional Experience

* Management, leadership position
* Experience developing Relationship with business and community

**Education**

High School, Professional training and experience acquired through either College, military, industry or association service.

**Other**

Driver’s License